

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Department of Education Application Date Application Number Office of Vocational Education Division of Vocational Instruction Application Number Date Completed Trade and Industrial Education Unit MAY 1 3 1981 | MAY 2.1 1981 Atlanta, Georgia 2. Person to Contact Working Title Assistant Supervisor Telephone Number 656-2554 Roy Rucks 3. Action Requested a. KK Establish Retention Schedule; record will continue to accumulate. b. 

Dispose of present accumulation; no further accumulation anticipated, c. Amend Application No. Check One: Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1979 Trade and Industrial Education Staff Development Files to date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' vocational facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: establishing and conducting workshops for Trade and Industrial Education personnel employed at the local level. workshop description, including agenda and sylabus; list of participants; and, Included are: related correspondence. File is arranged: chronologically by fiscal year and thereunder alphabetically by workshop title.

8. Monthly Reference Rate How often are records referred to which are: One to six months old \_\_\_\_ \_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_ 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

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YES							
	x	a. Is this the official copy of the series?  If not, where is it?					
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
	X	c. Is this a vital record?					
	X	d. Does this series have historical or long term research value?					
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?					
	X	f. Is the information contained in this series ever published? If yes, attach copy.					
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach copy.					
V	3	h. Is there a duplication of this series in your office, or in another office or agency?					
X	X	If yes, where?					
	$\frac{1}{x}$	i. Is this series for a major portion of it regularly microfilmed?  j. Does the record series result in a computer printout?					
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These instructions apply to all prior and future accumulations of the series.							
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